



MAKING PLANNING AND DEVELOPMENT REVIEW (PDR)

WORK FOR YOU

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Introduction

Have you ever thought about how you would answer the following question:

'If you could wake up tomorrow morning and have your 'ideal' job situation, what would it be?' Who would you work with? What types of tasks would you do? What level of responsibility would you have? What type of work would it be? Where would it be? What would your ideal working hours be? What would your ideal team be? Fun? Task oriented? Creative? Precise?

The forms that follow this are to help you think about what your ideal job situation would be with the aim to see how you can incrementally get more of those aspects into your life-either through your current job or one that you might work toward. Once you have described your ideal job situation on the first form, describe your current job on the second form, circling aspects of it that relate to your ideal, prioritising the ideal characteristics, noting what steps would need to be taken to get you closer to your ideal.

When you are undertaking the Planning and Development Review process, this exercise can be useful in helping you to identify initiatives that you could take in your team (which align with university goals) involving components of your ideal job. The last page of this handout gives you some tips for making the PDR process work for you.

One woman worked in a front of office function serving clients. An aspect of her 'ideal' job was to design a web page after attending a course in it. At a team meeting during the year, her manager mentioned the fact that the team should have a web page presence to serve clients. The woman put in a proposal for her to be trained in basic web design and take responsibility for designing the web page. Her manager approved this and the woman thrived in the project, with the outcome of a successfully established web page that assisted this woman's job on the front counter because she could refer people to the web page for answers to various questions.

At first there may seem to be no obvious links between your job and some skills you would like to develop (and that may be true in some cases) but at times a bit of 'thinking outside the box' may help you to find some of those links.

Reach for the stars.....



THE FIRST STEP-WHAT DO YOU WANT?

If you could wake up tomorrow morning and face your 'ideal' situation, what would it look like in terms of your work?

Type of tasks/projects	
Role/Position	
Hours/days a week	
Location	
Type of colleagues	
Other important features	



THE SECOND STEP-WHERE ARE YOU NOW?

Compare your current situation to your 'ideal'.

Number this column in order of importance to you 1 being the most important	CURRENT SITUATION (Circle the things that are characteristic of your ideal)	WHAT YOU NEED TO DO TO GET CLOSER TO YOUR IDEAL
Type of tasks/projects		
Role/Position		
Hours/days a week		
Location		
Type of colleagues		
Other important features		

HOW TO USE PDR TO HELP YOU REACH YOUR GOALS

1 **Be pro-active**

You can initiate it with your manager.

You will be asked to set goals. If you don't know what your goals are or what is expected of you, ask to meet with your manager about it.

If your manager doesn't have time to set goals, set your own and show them to him/her.

2 **Link your professional goals and development needs to**

organisational goals
team goals.

And where possible, align your personal goals with organisational/team goals. With a bit of creative thinking you might be surprised how many links there are!

Where to from here?

- 1 Identify your 'ideal' job situation-don't put any limits on it. Even if it is something that you could not do as part of your University job, write it down. If your dream job (or burning passion) is to be a singer, what it may show you is that your 'day' job needs to be one that allows you time to pursue that as a hobby, even if you can't do it on your job.
- 2 Evaluate your current job situation as it relates to ideal. Identify the components of your ideal job that you already have.
- 3 Document what needs to be done to move you toward ideal. You may not be able to get all elements of your ideal, but having written it down, you can perhaps get a few more elements of it than you already have or appreciate those that are part of your 'ideal'.
- 4 If you would like to undertake PDR soon-before its official launch, talk to your manager about being part of the pilot.
- 5 If the manager agrees to a pilot, contact Anama Morriss.

The PDR forms and toolkit can be found on the web site

http://www.adelaide.edu.au/hr/whats_new_PDRpilot.html

**"Influence the things you can
change and manage those that
you can't"**

